HIBISCUS COAST MU	ICIPALITY	SELECT TH TICK THE APPRO SELECT THE	E YEAR PRIATE BOX QUARTER	1		2 2	3		4		5											
IDP NO.	National KPA	Strategic Objective No.	Measurable Objective/Output	Performance Measure/Indicator (Unit of Measure)	nand	Baseline (Previous Year Actuals) Backlog	Q1	Status (Achieved/ Not Achieved)	Q2	2016/2017 Status (Achieved/ Not Achieved)	Targets Q3	Status (Achieved/ Not Achieved)	Q4	Status (Achieved/ Not Achieved)	Responsible Section	Responsible Department	Financial Implication	Vote No.	Wards	Portfolio of evidence	Challenges	Corrective measures
			To ensure effective administration of the budgeting process and finalising preparation of the	Date the budget schedule of key deadlines for submitted to council Draft Budget submitted	N/A	N/A	31-Aug-16	not school of	N/A	Not remeted)	N/A	Not remercy	N/A	Not Achieved)	Budget and Reporting	Treasury	Not applicable	N/A	Internal	Council Resolution		
			budget within legislated timeframes	to council Date Final Budget	N/A	N/A	N/A		N/A		31-Mar-17		N/A		Budget and Reporting	Treasury	Not applicable	N/A	Internal	Draft budget & Council minutes		
		To uphold treasury norms and standards in	To ensure that budget	approved by council Date draft budget related policies	N/A	N/A	N/A		N/A		N/A		31-May-17		Budget and Reporting	Treasury	Not applicable	N/A	Internal	Final budget & Council resolution		
IDP 2016-17	Municipal financi		related policies (i.e. Rates, Indingent, Tarrifs & budget policies) are adopted during budget approval process	submitted Date final budget	N/A	N/A	N/A		N/A		31-Mar-17		N/A		Budget and Reporting	Treasury	Not applicable	N/A	Internal	Council Resolution		
Pages 262 - :	viability and Management	terms of budgeting and reporting requirments		related policies submitted Date Mid-Year-Budget	N/A	N/A	N/A		N/A		N/A		31-May-17		Budget and Reporting	Treasury	Not applicable	N/A	Internal	Council Resolution		
			To ensure effective	and Performance Assessments Review submitted	N/A	N/A	N/A		N/A		25-Jan-17		N/A		Budget and Reporting	Treasury	Not applicable	N/A	Internal	Copy of mid-year assessment / Proof of acceptance by mayor and submission to NT & Council Resolution		
			administration of the budgeting process and reporting within legislated framework	No. of monthly budget statements (s71 reports) submitted to the Finance Portfolio,																National treasury proof of receipts and and		
IDP 2016-17	Municipal financi	HOITIS AND STANDARDS III	To ensure that AFS are prepared & submitted to the	National Treasury Date AFS submitted to	N/A	N/A	3		3		3		3		Budget and Reporting	Treasury	Not applicable	N/A	Internal	aknowledgement of receipt by the Mayor Aknowledgement of		
Pages 202 -	viability and Management	reporting requirments	Auditor-General in line wit MFMA		N/A	N/A	31-Aug-16		N/A		30-Nov-16		N/A		Budget and Reporting	Treasury	Not applicable	N/A	Internal	receipt by the Auditor- General		
IDP 2016-17	Good governance and Public Participation	To promote and uphold principles of good	To ensure that adequate processes are introduced address issues raised by Auditor General	e % of resolved issues	N/A	N/A	N/A		N/A		31-Jan-17		N/A		Budget and Reporting	Treasury	Not applicable	N/A	Internal	Council & Finance Portfolio Resolution		
Pages 217 - 23		governance and legal compliance		as per corrective action plan targets Date unqualified	N/A	N/A	N/A		N/A		N/A		100%		Budget and Reporting	Treasury	Not applicable	N/A	Internal	Corrective action plan progress report		
			To obtain positive audit opinion for the municipality	"cloop" qudit roport	N/A	N/A	N/A		05-Dec-16		31-Mar-17		N/A		Budgeting and Reporting	Treasury	Not applicable	N/A	Internal	AG audit Report		
	Municipal financi viability and Management	al To uphold treasury norms and standards in terms of budgeting and reporting requirments	To ensure effective management of grants	No. of reports based on the updated grants register submitted	N/A	N/A									Budget and					Minutes of finance		
	Municipal financia	To uphold treasury norms and standards in terms of budgeting and reporting requirments	To ensure full Compliance with MFMA Returns requirements	No. of MFMA Returns submitted			3		3		3		3		Reporting Budget and	Treasury	Not applicable		Internal	portfolio Minutes of finance		
	viability and Management	To improve debt and revenue management E (iii)	To effectively manage Loan	No of Reports on loan	N/A	N/A	3		3		3		3		Reporting	Treasury	Not applicable	N/A	Internal	portfolio		
IDP 2016-17	Municipal financi viability and Management		register	register submitted	N/A	N/A	3		3		3		3		Budget and Reporting	Treasury	Not applicable	N/A	Internal	Minutes of finance portfolio		
Pages 262 - :			To manage council investments and mantain a updated investment registe	No of reports on updated investment register submitted	N/A	N/A	3		3		3		3		Asset Management	Treasury	Not applicable	N/A	Internal	Investment Register and Portfolio minutes		
		ial To uphold Treasury norms and standards in terms of budgeting and reporting requirements	To effectively manage council bank records	No of Bank Reconciliations performed & submitted							_				Asset					Monthly reconciliations		
			To ensure that council asser register is updated & compliant	No of updated assets register reports submitted	N/A N/A	N/A N/A	3		3		3		3		Management Asset	Treasury	Not applicable	N/A	Internal	& Portfolio minutes Asset Register and		
IDP 2016-17 Pages 232 -	Service Delivery	To improve infrastructure project and interventions delivery and ensure	To account for all council assets	No of physical verifications performed on council assets			3		3		3				Management Asset	Treasury	Not applicable		Internal	Portfolio minutes Updated asset register		
		value is derived		Date reviewed Asset Management Policy	N/A	N/A	1		N/A		N/A		N/A		Management	Treasury	R1,800,000	532-260-305	Internal	Report to Portfolio		
	Good Governance and Public Participation	To have reviewed and have up to date organisational policies in line with national & provincial agenda	To ensure policies & manuals are formulated and implemented	adopted Date reviewed Asset Management	N/A	N/A	N/A		N/A		N/A		30-Jun-17		Asset Management	Treasury	Not applicable	N/A	Internal	Reviewed Asset Management policy & Council Resolution		
IDP 2016-17 Pages 217 - :		,		Procedure Manual adopted	N/A	N/A	N/A		N/A		N/A		30-Jun-17		Asset Management	Treasury	Not applicable	N/A	Internal	Reviewed Asset Management Procedure Manual & Council Resolution		
	Good governance and Public Participation	To have reviewed and the have up to date	To ensure policies &	Date reviewed Investment Management Policy adopted											Asset					Reviewed Investment Management policy &		
		organisational policies in D (iv) line with national & provincial agenda	manuals are formulated and implemented	Date reviewed Petty Cash Management Policy adopted	N/A	N/A	N/A		N/A		N/A		30-Jun-17		Management	Treasury	Not applicable	N/A	Internal	Council Resolution Reviewed Petty Cash Management policy &		
					N/A	N/A	30-Sep-16		N/A		N/A		N/A		Management	Treasury	Not applicable	N/A	Internal	Council Resolution		

HIBISCUS COAST MUNICIPA	шт		SELECT TH TICK THE APPRO SELECT THE	QUARTER	1		2		1	4			5											
IDP NO.	National KPA	Strategic Objective		Measurable	Performance Measure/Indicator (Unit of Measure)	Demand	Baseline (Previous Year Actuals)	Backlog	Q1	Status (Achieved/ Not Achieved)	Q2	2016/2017 To Status (Achieved/ Not Achieved)	argets Q3	Status (Achieved/ Not Achieved)	Q4	Status (Achieved/ Not Achieved)	Responsible Section	Responsible Department	Financial Implication	Vote No.	Wards	Portfolio of evidence	Challenges	Corrective measures
				To improve collection rate	% collection rate achieved	N/A		10%	65%		75%	notrametody	82%	not runneredy	98%	Herramorea	Revenue Management	Treasury	Not Applicable	N/A	Internal	Minutes of finance portfolio		
				To reduce prior debtors balance	% of prior years debtors balance												Revenue					Minutes of finance		
IDP 2016-17	Municipal financia	To improve debt and		To ensure effective Implementation of the Revenue Enhancement Strategy	No of Reports on the	N/A		N/A	N/A		N/A		N/A		5%		Management	Treasury	Not Applicable	N/A	Internal	portfolio		
Pages 262 - 279	viability and Management	revenue management	E (iii)		implementation of the revenue enhancement strategy submitted	N/A		N/A	3		3		3		3		Revenue Management	Treasury	Not applicable	N/A	Internal	Finance Portfolio report		
					No of Reports from Service Provider on			1071																
					progress on collection of long outstanding debt.	N/A			3		3		3		3		Revenue Management	Treasury	Not applicable	N/A	Internal	Report to portfolio		
Pages 197 - 216	Municipal Transformation & Organisational	To improve operational productivity in service delivery	A (iii)	To ensure that there is an effective process of monitoring queries	% of operational queries resolved within 2 weeks	N/A		N/A	100%		100%		100%		100%		Revenue	Transver	Net applicable	N/A	Internal	Minutes of finance portfolio		
	Development				No. of reports submitted on the	N/A		N/A	100%		100 /6		100 /6		100 /6		Management	Treasury	Not applicable	IN/A	Internal	portiono		
IDP 2016-17 Pages 217 - 231	Good governance and Public Participation	To promote and upholo principles of good governance and legal compliance	D (vi)		progress of compilation the GV2017-2022												Revenue					Minutes of finance		
					No of revenue steering committee Meetings	N/A		N/A	3		3		3		3		Management Revenue	Treasury	Not applicable	N/A	Internal	portfolio Minutes & attendance		
					held % of indigent	N/A			1		1		1		1		Management	Treasury	Not applicable	N/A	Internal	register		
IDP 2016-17 Pages 39 - 91		To improve social cohesion within HCM	C (v)		households supported as per indigent register	As per register	100%	N/A	100%		100%		100%		100%		Revenue Management	Treasury	2 535 422,86	242 261 185	Internal	Report to portfolio		
rages 05 - 51					No. of reports on the Implementation of the Indigents Policy												Revenue					Minutes of finance		
	viability and				No of section 17	N/A		N/A	3		3		3		3		Management Supply Chain		Not applicable			portfolio Minutes of finance		
					No of SCM quarterly Reports submitted	N/A N/A		N/A N/A	1		1		1		1		Management Supply Chain Management	Treasury	Not applicable Not applicable	N/A N/A	Internal	portfolio Minutes of finance portfolio		
					Date annual SCM Report tabled	N/A		N/A	31-Jul-16		N/A		N/A		N/A		Supply Chain Management	Treasury	Not applicable	N/A	Internal	Minutes of finance portfolio		
IDP 2016-17		To uphold treasury I norms and standards in terms of budgeting and		and ensure effective reporting	No of reports on use of section 36 submitted to finance portfolio	N/A		N/A	3		3		3		3		Supply Chain Management	Treasury	Not applicable	N/A	Internal	Minutes of finance portfolio		
Pages 262 - 279		reporting requirements			% of tenders finalised within 4 months after date of advertisement												Supply Chain							
				To manage and update the SCM Database	No. of reports on updates made to	N/A		N/A	100%		100%		80%		80%		Management Supply Chain	Treasury	Not applicable	N/A	Internal	Tender award report Corporate		
					database Date consolidated	N/A		N/A	3		3		3		3		Management	Treasury	Not applicable	N/A	Internal	Management minutes		
				Procurement Plan	procurement plan submitted to CORP MANCO	N/A		N/A	18-Aug-16		N/A		N/A		N/A		Supply Chain Management	Treasury	Not applicable	N/A	Internal	Corporate Management minutes		
	viability and Management	To uphold treasury		To implement effective contract management processes	No of times updated contracts register submitted to MANCO &												Supply Chain					CORP MANCO & Portfolio minutes &		
		I norms and standards in terms of budgeting and reporting requirements	nd F (iii)	To implement control mechanisms that ensure th	Portfolio Number of reports on Irregular Expenditure	N/A		N/A	3		3		3		3		Management	Treasury	Not applicable	N/A	Internal	Contract Register		
IDP 2016-17 Pages 262 - 279				irregular expenditure is reduced To account appropriately for council Stock	No of Stock taking	N/A		N/A	3		3		3		3		Supply Chain Management Supply Chain	Treasury	Not applicable	N/A	Internal	Council minutes		
		To uphold Treasury	E (ii)	To effectively pay Salaries	No of reports on Salaries and	N/A		N/A	N/A		1		1		ı		Management	Treasury	Not applicable	N/A	Internal	Stock take reports		
		I norms and standards in terms of budgeting and reporting requirements	'	and Allowances	Allowances submitted	N/A		N/A	3		3		3		3		Expenditure Management	Treasury	Not applicable	N/A	Internal	Corporate Management minutes		
	and Public	To have reviewed and have up to date organisational policies ir line with national & provincial agenda	n D (iv)		Date reviewed Creditors and Staff Payments Policy adopted	N/A		N/A	N/A		N/A		N/A		30-Jun-17		Expenditure Management	Treasury	Not applicable	NIA	Internal	Council Resolution		